

## Important – Read Carefully

### THIS CITATION IS BASED ON PHOTOGRAPHIC EVIDENCE

The vehicle identified on the front was photographed in violation of a traffic signal or sign. You may see the photographs and video. Contact: Hayward Police Department 510-293-7236. If you were not driving the vehicle at the time of the violation either contact the Hayward Police Department or complete the enclosed "Affidavit of Non-Liability" form to identify the driver and return as requested.

### WHAT TO DO

You have been issued a citation that charges you with a traffic infraction. You must respond by following one of the procedures below by the date on the front (see "WHEN"). If you do not, you may lose your license to drive, and your money penalties may increase.

#### 1. If you do NOT contest the violation

**a. (Pay the bail amount)** (See "BAIL INFORMATION" below) Your bail will be forfeited to the court. You will not have to appear in court. You will be convicted of the violation, and it will appear on your record at the Department of Motor Vehicles (DMV). A point count will be charged to your DMV record for this offense and your insurance may be adversely affected.

**b. (Traffic school)** You may be able to avoid the point count and adverse affect on your insurance by attending traffic school. Contact the court to request traffic school. You must pay the bail amount, and you may have to pay other fees.

#### 2. If you contest the violation (*select one*)

**a. (Court trial)** Send a certified or registered letter not later than five days prior to the appearance date, or come to the court by the appearance date to request a court trial on a future date when an officer and witnesses will be present. You will be required to submit the bail amount. You will be given a date for your trial.

—OR—

**b. (Trial by written declaration)** Send a certified or registered letter postmarked not later than five days prior to the appearance date, or come to the court on or before the date on the front and request a trial by written declaration. **Submit the bail amount.** You will be given forms to allow you to write a statement and submit other evidence without appearing in court. An officer will also submit a statement. The judicial officer will consider all of the evidence at the same time and decide the case.

### WRITING TO THE COURT

If you write to the court, always write the citation number and your driver license number on your letter. Use of certified or registered mail is required. **Do not send your copy of the citation.** Keep it for your own records.

### BAIL INFORMATION

The "bail" is the amount you must pay or deposit for the charged violation. **BAIL AMOUNT:** You will receive a courtesy notice from the Alameda County Superior Court with the bail amount and further instructions. If you do not receive this notice with 30 days please contact the court. Make the check or money order payable to "**The Clerk of the Court**". Write the citation number and your driver's license number on the check or money order. You may deposit the bail in person or by email or by the email listed below.

**NIGHT COURT TRIALS** are available for this citation.

### JUVENILES

If you are under 18, you must be accompanied by your parent or guardian when you appear in court. Bring this citation and your driver license.

### ONLINE INFORMATION

You may obtain additional information at:

[www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)